



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION

(Revised)



FINANCIAL ANALYST III

\$58,728.54 - \$95,246.06 ANNUALLY

DESCRIPTION OF DUTIES: This is advanced, responsible financial analysis work. Employees in this classification are assigned specific responsibility for one or more departmental functions. Work involves financial analysis, reporting and problem solving. General supervision is received from an administrative superior who reviews work for conformity with established financial, administrative, and departmental policies and attainment of desired objectives, through conferences and review of reports.

KNOWLEDGE, SKILLS AND ABILITIES : Considerable knowledge of generally accepted accounting principles and practices, including municipal accounting. Considerable knowledge of research techniques and sources and availability of information applicable to area of assignment. Considerable knowledge of financial analysis techniques and financial reporting. Considerable knowledge and understanding of the operations of computerized accounting systems, and of personal computer operations. Considerable knowledge of applicable Federal, State, and City laws and regulations relating to departmental operations. Considerable knowledge of departmental, legal, administrative, and procedural regulations. Considerable knowledge of the principles and practices of modern office administration. Knowledge of supervisory principles and practices. Knowledge of public relations. Considerable skill in the use of Personal Computers.

REQUIREMENTS: Bachelors degree in accounting, finance or business from an accredited college or university AND two years full-time financial experience in a computer based setting including accounting, budgeting, and financial analysis. Additional experience may substitute for education on a year-for-year basis. Must have considerable skill in the use of personal computers and be knowledgeable in database programs.

DESIRES: Five years full-time financial experience in a computer based setting including accounting, budgeting and financial analysis.

Send 2 Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
jobs@miamibeachfl.gov

ATTENTION: FAIII-ANN

CLASS NO: **1153**
UC NO: **0535UO**

EOE/AA/ADA/VET PEF